

## ADMINISTRATIVE SERVICES DEPARTMENT[11]

### Notice of Intended Action

**Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”**

**Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.**

Pursuant to the authority of Iowa Code section 8A.104(5), the Department of Administrative Services hereby gives Notice of Intended Action to amend Chapter 41, “Auditing Claims,” Iowa Administrative Code.

The Department of Administrative Services/State Accounting Enterprise (DAS/SAE) seeks a wording and procedure update in rule 11—41.1(8A) concerning wording on the Authorized Signature Form and the Pre-auditor’s Authorized Signature Form. The proposed amendment to subrule 41.1(1) includes replacing the word “signatures” with “signators” and removing provisions regarding a rubber-stamped signature and the need to sign or initial the rubber stamp by the employee authorized to use it. The proposed amendment also replaces the words “social security number” with “vendor/customer code” to reflect best practices in protecting employees’, vendors’ and customers’ confidential information.

In February 2016, a DAS/SAE Form Transition Lean Event was held to identify efficiencies for two forms, the Authorized Signature Form and the Pre-auditor’s Authorized Signature Form. As a result, a new transmission process for all three branches of Iowa state government was developed for the two forms, beginning with the approval process, through the transmission stage, to the final stage of Department approval (or disapproval).

Interested persons may make written comments on the proposed amendment until 4:30 p.m. on November 15, 2016. Comments should be directed to Tami Wiencek, Department of Administrative Services, Hoover State Office Building, 1305 East Walnut Street, Des Moines, Iowa 50319-0114. Comments may be sent by fax to (515)281-6140 or by e-mail to [tami.wiencek@iowa.gov](mailto:tami.wiencek@iowa.gov).

A public hearing will be held on November 15, 2016, from 11 a.m. to 12 noon in Conference Room 6, A Level, Hoover State Office Building, 1305 East Walnut Street, Des Moines, Iowa, at which time persons may present their views either orally or in writing. Any persons who intend to attend the public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Department and advise of specific needs by calling (515)725-2017.

While the proposed amendment will result in operational efficiency, the fiscal impact is both indeterminable and believed minimal.

The Department does not intend to grant waivers under the provisions of these rules, other than as may be allowed under the Department’s general rules concerning waivers.

After analysis and review of this rule making, no impact on jobs has been found.

This amendment is intended to implement Iowa Code sections 8A.514 and 17A.4.

The following amendment is proposed.

Amend subrule 41.1(1) as follows:

**41.1(1) *Submission of claims and approval.*** All claims shall be typewritten, or written in ink, and be itemized and certified by the claimant.

EXCEPTION: The claimant’s certification is not needed when the original invoice is attached to the claim. The original invoice shall indicate in detail the items of service, expense, thing furnished, or contract upon which payment is sought.

Approval of the claim shall be certified thereon by the head of the state agency, or the deputy, or the chair of the board or commission or its executive officer, or by a person delegated by the head of the state agency to fulfill this responsibility. A list of authorized ~~signatures~~ signators shall be provided to the

department of administrative services, state accounting enterprise. ~~If a rubber stamp signature is used, the claim shall be signed or initialed by the employee authorized to use the rubber stamp.~~

All travel claims submitted shall be the actual expense incurred (not exceeding maximum limitations) by the claimant, and shall not include expenses paid for other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties while traveling. All travel vouchers shall contain the ~~social security number~~ vendor/customer code of the employee or other individual identification (with prior written approval by the department of administrative services, state accounting enterprise).

All claims shall show in the space provided the Iowa Code reference for the appropriation or fund from which the claim is payable.

When an original invoice is submitted by a vendor, rather than the claimant signing the voucher, the vendor shall provide the state agency with an original invoice that the vendor would use in the normal conduct of its business. A state agency shall not impose additional or different requirements on submission of invoices than those contained in these rules unless the department of administrative services, state accounting enterprise, exempts the agency from these invoice requirements upon a finding that compliance would result in poor accounting or management practices.